



Policy 1015

Subject

LICENSE PLATE READERS (LPRs)

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By Order of the Police Commissioner

POLICY

1. **Technology.** The Baltimore Police Department (BPD) utilizes License Plate Readers (LPRs) to identify vehicles, license plates, registered owners and operators via digital photographic image without direct intervention by an officer. Locating vehicles having a specific law enforcement interest is consistent with the mission of the BPD.
2. **Violent Crime Reduction.** The primary goal of the LPR initiative is to enhance information sharing through technology to reduce violent crime.

GENERAL

1. The use of a LPR system and access to LPR data require a legitimate law enforcement purpose. No member may use or authorize the use of the LPR equipment or data for any other reason.
2. LPRs enhance information sharing capabilities with regional law enforcement personnel and provide members with timely access to criminal intelligence data.
3. LPR equipment enables rapid scanning and return of information to law enforcement personnel. An infrared camera with built-in LPR software recognizes, reads and checks license plates with downloaded databases in real time, day and night.
4. LPR technology will be employed to target vehicles operated by known violent offenders of investigative interest, as well as, stolen vehicles and registered vehicle owners with active warrants.
5. A positive LPR "hit" alone does not establish probable cause. The "hit" must be confirmed prior to taking any enforcement action.
6. All scanned LPR data will be transmitted to the Maryland Coordination and Analysis Center (MCAC) and automatically purged from the video monitoring center after one day.

DEFINITIONS

Alarm / Hit — A positive indication by visual and/or audio signal of a potential match between data on the "Hot List" and the license plate scanned by the LPR. (A "hit" is not conclusive confirmation that a license plate is wanted. Additional investigation is always warranted when a "hit" is indicated.)

Hot List / Hit List — A database populated with items of specific concern to the investigative and/or enforcement interests of law enforcement. This database might include data from, but is not limited to; LotusNotes, RMS, MVA, Gang Database, NCIC, etc.

License Plate Reader — Equipment consisting of a camera(s), computer, and computer software used to automatically recognize and interpret the characters on vehicle license plates. This data is then compared with a list of license plates bearing some significance to law enforcement.

LPR Coordinator — Employee charged with coordinating all aspects of the LPR system for the BPD.

LPR Generated Data — All information, including location, date and time of a license plate encounter and any LPR generated digital photographic images of the license plate and vehicle generated entirely through the use of and by the LPR equipment.

REQUIRED ACTION

Member

LPR Operation

1. Mobile LPR systems will be installed in designated BPD vehicles.
2. All personnel utilizing and maintaining the LPR systems shall be properly trained.
3. The mobile data computer in the vehicle will act as a video monitoring center and the central clearinghouse for all license plates scanned by the mobile LPR system.
4. When a license plate is scanned that matches a license plate in the LPR system, an alarm is received alerting to a positive “hit” and a digital image of the license plate is displayed on the mobile data computer screen for review.
5. Personnel, who receive a positive “hit” shall compare the digital image of the license plate to the information on the “Hit List” to verify the “hit” through the National Crime Information Center (NCIC), Hot Desk, Communications Unit, or other reliable law enforcement source.
 - 5.1. Verified positive “hits” will be accepted by activating the “accept” alarm key on the video monitoring center screen.
 - 5.2. When an alarm does not result in a verified positive “hit”, activate the “reject” alarm key.
6. Take the appropriate investigative/enforcement action.

LPR Data Entry/Retrieval

1. All license plate information related to AMBER, Silver and Blue alerts will be immediately entered into the LPR system by MCAC.
2. Members may request that a license plate be manually entered into the LPR system to aid in an investigation (e.g., homicide, shooting, robbery investigation, etc), or request to query data

from the LPR system by completing a MCAC Request For Service Form and submitting the form to MCAC at mdwatch@leo.gov, or via LINX.

Cleaning and Maintenance

1. LPR operators are responsible for the inspection and maintenance of all mobile LPR computer systems and all related hardware and software.
2. Any damage or loss of LPR systems shall be reported immediately in to your first-line supervisor and the LPR coordinator.
3. LPR operators shall clean and maintain LPR equipment according to the manufacturer's recommendations.

LPR Coordinator

1. Provide training and maintain a list of qualified users.
2. Maintain statistical data on LPR usage.
3. Develop procedures for updating the "hot list."
4. Ensure LPR software updates are completed.
5. Ensure all maintenance and repair of LPR equipment is completed.

APPENDIX

- A. Maryland Coordination and Analysis Center, Request for Service Form.

RESCISSION

Remove and destroy/recycle General Order J-15, *License Plate Readers*, dated 26 August 2011 and General Order J-15, *License Plate Readers*, Amendment dated 8 November 2011.

COMMUNICATION OF POLICY

This Policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A

Maryland Coordination and Analysis Center, Request for Service Form

Print Form

Reset Form

**Maryland Coordination and Analysis Center****RFS - Request For Service****1800-492-TIPS(8477)**Visit the MCAC Website at <http://www.mcac.maryland.gov/>

DATE: _____ TIME: _____ Request #: _____

RFS Request taken by: _____

Select one: ☐ **Immediate** (Must be time sensitive/Officer Safety/Fresh Pursuit)☒ **Routine** (within 48 hours) Usually takes less than 8 hr

Requestor's Name: _____ ID#: _____

Requestor's Agency: _____

(YOUR CASE NUMBER IS REQUIRED)

(YOUR EMAIL IS REQUIRED)

Requestor's Case#: _____ E-mail: _____

Telephone #: _____ Fax#: _____

Suspect ☐ Victim ☐ Witness ☐ Other ☐ Explain _____

Name: _____

Address: _____

DOB: _____ Telephone: _____

SSN: _____ Vehicle Tag#: _____

Race/Sex: _____ SID / FBI / OLN#'s: _____

Specific Type of Investigation: _____

(REQUIRED: TYPE OF CRIME/CASE - PLEASE USE PLAIN LANGUAGE)

What does Requestor want to know? _____**NOTES:**

- MCAC recommends that if you are uncertain as to what type of work up you need, please call and speak with an analyst. 1800-492-TIPS(8477)
- Submitting a form without the required fields completed will cause your request to be delayed. Please list phone numbers for which you can be contacted.
- For LPR queries please specify a date range. Data is available for one year. If a date range is not specified, MCAC will search the previous six months.
- Immediate requests are reserved for time sensitive emergencies. Examples of this would be a homicide or kidnapping that just occurred, police manhunt or SWAT situation.
- Routine requests are handled in an efficient manner. Routine requests usually have a forty-eight hour turn around however, the typical request takes less than one business day.